

Instructions for Additional Information for New and Continuing Charter Schools That Choose to Establish Direct Funding for 2001-2002 (Yellow Form)

General Instructions: This form must be completed by each new charter school that will be funded under the charter school block grant *and* chooses to receive funding directly in the 2001-2002 school year. Each continuing charter school that chooses to establish direct funding for 2001-2002 must also complete this form (i.e., if you checked box B of Section VII of the funding survey, you must complete this form). If you were already a direct funded charter school in 2000-2001 and you participated in the October 2000 California Basic Educational Data System (CBEDS) survey, you do not need to complete this form.

If you have chosen to receive funding directly in the 2001-2002 school year, you may be eligible to receive additional funding for federal categorical programs. In order to be considered for these funds, the school must meet program eligibility requirements and agree to meet all program operation and reporting requirements necessary for receipt of such funds. This form establishes a base to receive such funding.

However, each direct-funded charter school will be required to apply for these funds separately through the CDE Consolidated Application process. A Consolidated Application, Part I form will be mailed to you in late June or July. You must complete this form, and Part II of the application in September 2001, to officially apply for these programs. **If you do not complete the Consolidated Application process, you will not receive funding for these programs, even if you have completed this form and meet the eligibility requirements.** For information and assistance on the Consolidated Application contact: Shirley McGuire at (916) 653-0325 or the Local Accountability and Information Management Unit at (916) 657-3745.

- I. Title I:** Because Title I funding for the 2001-2002 school year is largely based on the prior year allocation, charter schools that were operating in the 2000-2001 school year and received Title I funds through the school district must provide the amount of funding that school received in the 2000-2001 school year. The total amount reported in this item should **include** the amount of the charter school's funding that was maintained by the district for administrative overhead, but **exclude** the amount of any funds received that were considered prior year carry-over. You may need to contact the financial officer of the chartering entity to determine what, if any, amount of the grant was maintained for overhead and what amount of the funds you received in 2000-2001 was from prior year carry-over funds. (See eligibility discussion at the end of these instructions.)
- II. Enrollment Information:** This information must be provided by all new and existing charter schools that choose to be direct funded in fiscal year 2001-2002 and by all charter schools that were in operation in 2000-2001 and direct funded, but did not participate in the October 2000 CBEDS survey. This data will be used to calculate Title I and Title VI entitlement amounts for your charter school. On the table, indicate the school district(s) in which your charter school pupils reside and the estimated number enrolled from each district. For each district, also provide the total number of pupils in the charter school who meet the CalWORKs and Free and Reduced Price Meals eligibility criteria. These eligibility criteria are explained in the following section. (See eligibility discussion at the end of these instructions.)
- III. Participation In Federal and State Formula-Based Programs Not in the Block Grant:** Please check the line for each program for which the charter school is eligible **and** intends to apply on the Consolidated Application. This list only includes those formula-based federal programs for which immediate response is required to include your school in the funding calculations for the 2001-2002 school year. In order to participate and actually receive these funds, you will be required to complete a Consolidated Application.
- IV. Certification:** Because the information provided on these forms may also affect the funding for the school district and county office of education, a duly authorized representative of the charter school, the authorizing school district and the county office of education must certify this information. CDE recommends that you contact both of these agencies before completing these forms and consult them throughout this process. If the representatives of either of these entities do not concur with the responses, they should note any reasons for discrepancy in the related sections of the form. The certification is in Section XI of the funding survey.

Title I Eligibility: CalWORKs, Free and Reduced Price Meal Counts

The Title I, Part A law specifies that as long as a local educational agency (LEA) is eligible for a basic grant, it will receive a basic grant that is no less than a specific percentage of the grant amount received in the preceding year. This grant protection is referred to as “hold harmless.” The specific percentage varies from year to year. The percentage protection for 2001-2002 is 100 percent of the 2000-2001 grant. Therefore, a charter school that received a Title I, Part A grant from their authorizing agency in school year 2000-2001 is potentially eligible for that same grant amount in school year 2001-2002, provided sufficient funds are available. However, the charter school must first be deemed eligible for the grant in order to receive the hold harmless amount.

Title I, Part A Eligibility Requirements:

Basic Grants. At least two percent of the LEA’s enrollment, and in no case fewer than ten children, must consist of “formula-eligible” children. In general, the “formula-eligible” children are those ages 5 to 17, in low-income families, in families receiving CalWORKs (welfare) assistance, foster care, or local institutions for the neglected.

Concentration Grants. The LEA must be eligible for a Basic Grant and have at least 6,500 “formula-eligible” children OR have more than 15 percent of its enrollment be “formula-eligible.” The concentration grant does not always carry a hold harmless protection. It does have the 100 percent protection for 2001-2002, provided sufficient funds are available.

Establishing Title I Eligibility

Title I, Part A grants, a formula-driven allocation process, are distributed to LEAs on the basis of the number of children, ages 5 to 17, from low-income families. For low-income indicators, California uses counts of children in families receiving welfare payments under the CalWORKs program or counts of children enrolled in (eligible for) free and reduced price meal programs. Therefore, it is necessary to collect counts of children, ages 5 to 17, in your school that can be identified in the two low-income indicator groups. Only numbers are required, not names.

CalWORKs--Identify CalWORKs children by their school district of residence. For example: You may have three charter school children who are in families receiving CalWORKs benefits that actually reside in a neighboring school district. You count those three children and identify them with their district of residence. This is necessary in order to extract both the Title I and Title VI Innovative grant money they may have generated in the district of residence to redirect it to your charter school. You may wish to coordinate the identification process with your authorizing agency. Annually, in October, the county office of social services, the county office of education, and all school districts participate in a cooperative effort to identify and assign all CalWORKs children to their school and district of residence.

Free and Reduced Price Meals--Count the number of children enrolled in your free and reduced price meal programs. If you do not operate the programs, determine how many children may be eligible based on their family income. The chart on Attachment A, “Income Eligibility Guidelines for Free and Reduced Price Meals or Free Milk” provides an income eligibility indicator for the 2001-2002 school year.